



UTSA[®]

The University of Texas at San Antonio[™]

KCEID Business Service Center

GRA Overview

GRA Overview Agenda

- ServiceNow
 - <https://utsa.service-now.com/bsc>
 - BSC HR Forms – New/Rehire Request form
 - You can include tuition/stipend with this request now
- FY24 KCEID PhD Salary Rates
 - Base salary, tuition/fees and health insurance must be covered
- Reminders

ServiceNow

New/Rehire Form

For Fixed Term Track, Tenure Tenure Track, Student Employee, and Staff New & Re-Hires

Use the attachment option at the end of the form to attach offer letters or memorandum of appointment, org chart, position change request form (fill vacant)

* Indicates required

* Requested For (First, Last Name)

Marivel Guerrero

Employee ID

6001278285

Department

CEID BUSINESS SERVICE CENTER

* Business Service Center

KCEID

* Type of hire

Student Employee

* Level of Student Employee

-- None --

* Applicant Legal Name (Last, First)

Applicant Preferred Name (Last, First)

* Is the employee transferring from a current, active position in a different department?

-- None --

* Is this a new hire or re-hire?

New Hire

* Phone number

* Email

- <https://utsa.service-now.com/bsc>
- BSC HR Forms – New/Rehire request
 - Type of Hire: Student Employee
 - Level of Student Employee: select from the appropriate options (PhD)
 - Applicant Legal Name: First and Last name required
 - Is employee transferring from a current, active position: No
 - Is this a new hire or re-hire: select appropriate option
 - If new, must provide the following: Phone # and email; gender; does employee have SSN; position title

ServiceNow

- BSC HR New/Rehire form cont:
 - If new, must provide the following: gender; does employee have SSN
 - Position title: provide title of position
 - Was this position posted in Talent Acquisition Management: No
 - Pay type: Contract (for GRA positions)
 - Rate of pay: need total amount to be paid for contract
 - Hours per week: 19 max hours
 - Reports to: provide your name or the faculty this individual will be reporting to
 - Start and End date: preferred is 9/1/23 – 8/31/24

<p>* Gender</p> <p>-- None --</p>	<p>Date of birth</p> <p>YYYY-MM-DD</p>
<p>In State Physical Address</p> <p>Street, City, State, Zipcode, Country</p>	<p>* Does the employee have a SSN</p> <p>For security purposes, a BSC Specialist will reach out to the requestor or new hire to obtain SSN information. Please do not include the SSN on this form.</p> <p>-- None --</p>
<p>Date of Criminal Background Check Submission</p> <p>Not required for re-hire</p> <p>YYYY-MM-DD</p>	<p>Category of Criminal Background Check Submitted</p> <p>Not required for re-hire</p> <p>-- None --</p>
<p>* Position Title</p> <p></p>	<p>Position ID</p> <p></p>
<p>* Was this position posted in Talent Acquisition Management?</p> <p>-- None --</p>	
<p>* Pay Type</p> <p>-- None --</p>	
<p>* Rate of Pay</p> <p></p>	
<p>* Hours per week</p> <p></p>	
<p>* Reports to</p> <p></p>	
<p>* Start Date</p> <p>YYYY-MM-DD</p>	<p>End Date</p> <p>YYYY-MM-DD</p>

ServiceNow

* Do you want to provide tuition/stipend support

Both

* Banner ID

* Type of Request

-- None --

Describe Other Request

* Semester

-- None --

* Student Status

-- None --

* Citizen Status

-- None --

Minimum GPA

* Number of Registered Hours

Do you want to pay student health insurance as part of tuition payment

-- None --

* Cost Center/Project ID(s)

Add Remove All

Actions	Cost Center/Project ID	Amount
No data to display		

- BSC HR New/Rehire form cont:
 - Do you want to provide tuition/stipend support: Tuition
 - Banner ID: please provide students banner ID or abc123
 - Type of Request: New
 - Semester: Fall, spring or summer
 - Student Status: Doctoral
 - Citizen Status: US Citizen or International
 - Number of registered hour: 9/9/3 for PhD students
 - Funding source: please enter cost center or project ID
- Notes to BSC section
 - Please enter any additional information you feel necessary for us to know

Standard Funding Annual Salary for PhD Students Salary FY 24 (In addition to Tuition and fees & UTSHIP)

GRA	A PhD Student who holds a Bachelor or Master Degree	
GRA1	A PhD Student who holds a Bachelor Degree	
GRA2	A PhD Student who holds a Master Degree	
GRA3	A PhD Candidate. Student has Successfully Passed his/her Proposal Defense and approved as a Candidate in prior semester	
GRA Fellow	A PhD Candidate who has published 2 peer-reviewed publications as an author in prior semester	
Program	Title	Standard Fulltime Annual Salary*
BME	GRA	\$26,000
CE	GRA	\$24,000
ChemE	GRA	\$26,000
EE	GRA	\$24,000
	GRA3	\$26,500
	GRA Fellow	\$28,500
ESE	GRA	\$24,000
	GRA3	\$26,000
ME	GRA1	\$24,000
	GRA2	\$26,500
	GRA3	\$28,500
	GRA Fellow	\$31,500
	GTA*	\$24,000

*This is a pilot program to investigate retention and completion rates for students who are given higher standard funding rates based on the doctoral education milestones. Faculty will be responsible for the full standard salary (plus tuition and fees and UTSHIP) for PhD students appointed as GRAs in their respective program, and the appointment and funding must be for the full academic year. The standard annual full-time salary applies to students admitted and enrolled full-time in Fall 2023 or after. All current students admitted before Fall 2023 will have their standard annual salary grandfathered at \$24,000 only for FY 23-24.

*With the goal to encourage faculty to use their grant funding to fully-support PhD students as GRAs, the College will fully-fund PhD students appointed as GTAs at 19 hrs/week for a salary of \$24,000/year, in addition to paying for their tuition and fees for fulltime enrollment (9 SCH in the Fall and Spring semesters and 3 SCH in the Summer semester) and SHIP. All GTAs must continue to report to their research mentors for their PhD research/dissertation work, but will also report to and assist course instructors on teaching assignments to meet course/teaching needs (courses with labs, recitations, high DFW, or other inclusive teaching needs). With UTSA's goal to expand doctoral education and the College providing full financial support to GTAs, faculty should use all available research funding to fully support PhD students as GRAs at their program's rate as noted above.

Reminders

- GRA requests due: July 1
- Funding source: must be active and funded
- New students: start date 8/16/23 – 8/31/24
- Re-hire students: start date 9/1/23 – 8/31/24
- New Students
 - Please ensure they **do not** work until their appointment is fully approved. You will receive an email from us
 - For International, SSN process is lengthy, must be in US to start the process
- UTShip
 - International students are auto enrolled
 - Domestic Students are automatically enrolled, they will have an option to opt out. The opt out requests will be handled between the Department Program Coordinator and the College Grad Program Coordinator.
 - Insurance is charged to the same source as salary

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